

0-10-03

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS AND NUMBERS OF EMPLOYEES FOR EACH DEPARTMENT OF THE CITY GOVERNMENT OF NORTH LITTLE ROCK FOR THE YEAR 2010; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.

WHEREAS, the City Council is responsible for establishing the number of employees in each department; and

WHEREAS, by enacting an ordinance listing the numbers of employees in each job classification in each department for the year 2010, the City Council will be in a better position to monitor and evaluate the numbers of employees necessary to the operation of each city department; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS:

SECTION 1: That the Administration Department shall consist of ten (10) elected officials and ~~seven (7)~~ **eight (8)** full-time employees as follows:

Mayor (Elected) - 1
Alderman (Elected) - 8
Treasurer (Elected) - 1
Administrative Secretary - 1
Community Relations Director - 1
Equal Employment Opportunity Officer/Fair Housing Director - 1
Office Assistant - 1
Office Assistant III - 1
Secretary III - 1
+ Sustainability Coordinator - 1
Youth Services Coordinator - 1

SECTION 2: That the Airport Department shall consist of one (1) full-time employee and ~~one (1)~~ **two (2)** part-time employee as follows:

Director - 1
Airport Maintenance Worker, Part-time - 1
+ Part-time Worker - 1

SECTION 3: That the Animal Shelter Department shall consist of nine (9) full-time employees and one (1) part-time employee as follows:

Director - 1
Animal Control Officer - 6
Animal Shelter Assistant – 1
Lead Animal Control Officer - 1
Office Assistant III, Part-time – 1

SECTION 4: That the City Clerk's Office shall consist of one (1) elected official and three (3) full-time employees as follows:

City Clerk (Elected) - 1
Assistant to City Clerk & Collector - 1
Office Assistant, Senior – 1
Office Assistant II – 1

SECTION 5: That the Code Enforcement Department shall consist of thirteen (13) full-time employees as follows:

Director - 1
Code Enforcement Assistant - 1
Code Enforcement Officer - 8 (~~includes 1 Public Health, 1 Sign Code, 1 Rental Inspection~~)
Code Officer Supervisor - 1
Helper - 2

SECTION 6: That the Commerce and Government Affairs Department shall consist of four (4) full-time employees as follows:

Director - 1
Administrative Secretary/Purchasing Assistant - 1
Assistant Director for Procurement - 1
Courier - 1

SECTION 7: That the Community Development Department shall consist of six (6) full-time employees as follows:

Director - 1
Administrative Secretary - 1
Contract/Rehabilitation Officer - 3
Office Assistant III - 1

SECTION 8: That the Community Planning Department shall consist of eight (8) full-time employees as follows:

Director - 1
Assistant Planning Director - 1
City Planner-- 1

Geographic Information Systems Specialist - 1
Office Assistant III – 2
Planning Technician – 1
Plans Review Specialist – 1

SECTION 9: That the District Court, First Division shall consist of one (1) elected official, nine (9) full-time employees and one (1) part-time employee as follows:

Judge (Elected) – 1 (State employee effective 07/01/09)
Assistant Clerk - 3
Chief Clerk - 1
Chief Probation Officer - 1
Court Reporter - 1
Deputy Clerk - 1
Probation Clerk – 1
Probation Officer - 1
Assistant Clerk (Part time) - 1

SECTION 10: That the District Court, Second Division shall consist of one (1) elected official, nine (9) full-time employees as follows:

Judge (Elected) – 1 (State employee effective 07/01/09)
Assistant Clerk - 3
Chief Clerk - 1
Court Reporter - 1
Deputy Clerk - 1
Office Assistant – 2
Probation Officer - 1

SECTION 11: That the Electric Department shall consist of ~~one hundred (100)~~ **one hundred three (103)** full-time employees as follows:

General Manager - 1
Accounting Clerk Senior – 2
Administrative Supervisor - 1
Apprentice Lineman - 7
Assistant General Manager– 1
Auto Mechanic - 1
Climbing Crew Leader - 4
– Collector Technician – 6 - 5
Cost Accountant – 1
Customer Service Clerk – 3
Distribution Design Engineer – 1
Distribution Design Supervisor - 1
+ Distribution Designer – 2 - 3
Distribution Engineer - 1

Distribution Technician – 2
 Distribution Technician Supervisor- 1
 Electric Code Enforcement Officer - 1
+ Energy Auditor - 1
+ Energy Services Coordinator - 1
+ Energy Services Engineer – 1 - 2
 General Construction Supervisor - 1
– Ground Assistant – 7 - 5
+ Ground Assistant/Climbing – 2
 Hydro Maintenance Supervisor – 1
 Hydro Operations Supervisor - 1
+ Hydro Operator – 9 - 10
– Hydro Operator I – 1 - 0
 Information Systems Specialist – 2
 Information Systems Specialist Senior – 1
 Journeyman Lineman – 16
 Journeyman Meter Man – 4
 Material Handler - 1
 Meter Reader – 5
 Office Assistant III – 2
 Operations Manager - 1
 Radio Operator - 5
 Service Supervisor - 1
 Storekeeper - 1
 Street Light Foreman- 1
 Street Light Technician – 1
 System Electrical Engineer - 1
 Vegetation Management Coordinator – 1

SECTION 12: That the Emergency Services Department shall consist of twenty-three (23) full-time employees **and three (3) part-time** as follows:

Coordinator/Communications Supervisor - 1
 Emergency Services Deputy Coordinator/Lead Public Safety Dispatcher - 1
 Lead Public Safety Dispatcher - 4
 Office Assistant II - 1
 Public Safety Dispatcher – 16
+ Public Safety Dispatcher, Part-time - 3

SECTION 13: That the Finance Department shall consist of eleven (11) full-time employees as follows:

Director of Finance and Budget - 1
 Accountant - 1
 Accounting Clerk III - 1
 Accounting Clerk, Senior - 6

Assistant Finance Director - 1
Finance Officer (Electric) - 1

SECTION 14: That the Fire Department shall consist of one hundred fifty-one (151) full-time employees (148 Uniformed and 3 Non-Uniformed) as follows: (Per Ordinance 7615, 1/26/04, is authorized to exceed by 3 the quota of firefighters due to absences caused by military leaves.)

Uniformed:

Chief - 1
Assistant Chief – 1
Battalion Chief - 3
Captain – 42
Fire Marshall - 1
Firefighter – 57
Lieutenant - 43

Non-uniformed:

Administrative Secretary - 1
Office Assistant, Senior - 1
Vehicle General Foreman - 1

SECTION 15. That the Fiscal Control Department shall consist of two (2) full-time employees and one (1) temporary, part-time employee as follows:

Auditor - 1
Audit & Delinquent Revenue Collections Assistant - 1
Co-Op Education Student (Temporary, Part-Time) - 1

SECTION 16: That the Health Department shall consist of six (6) full-time employees and nine (9) intermittent employees as follows:

Administrative Secretary - 1
Mosquito Control and Maintenance Technician - 1
Mosquito Control Superintendent - 1
Office Assistant II - 1
Secretary III – 1
X-Ray Technician - 1
Mosquito Control Technician, Intermittent - 9

SECTION 17: That the Human Resources Department shall consist of eight (8) full-time employees as follows:

Human Resources Director - 1
~~– Administrative Secretary – 1~~
Assistant HR Director/ HR Analyst - 1
Assistant HR Director/Administration - 1

+ HR Assistant – 2 - 3

Industrial/Organizational Specialist – 2

SECTION 18: That the Legal Department shall consist of one (1) elected official, six (6) full-time employees and one (1) part-time employee as follows:

City Attorney (Elected) - 1
Administrative Secretary (Legal) - 1
Assistant City Attorney - 3
Deputy City Attorney - 1
Office Assistant, Senior - 1
Administrative Secretary, (Legal), Part time – 1

~~SECTION 19. That the Main Street Argenta Department shall consist of one (1) employee as follows:~~

~~Director – 1~~

SECTION 19: That the Neighborhood Services Department shall consist of two (2) full-time employees as follows:

Director - 1
Office Assistant III – 1

SECTION 20: That the Parks & Recreation Department shall consist of ~~one hundred eighty-five (185)~~ **one hundred eighty nine (189)** employees: ~~sixty-one (61)~~ **sixty one (61) full-time**, two (2) contract, ~~twenty-nine (29)~~ **thirty one (31) part-time**, and ~~ninety-three (93)~~ **ninety five (95) intermittent** as follows:

Administration: 3 full-time employees
Director - 1
Administrative Secretary - 1
Office Assistant, Sr. - 1

Parks Maintenance: ~~36 full-time~~ **34 full time**, 1 contract, 1 part-time and 10 intermittent employees.

Construction Carpenter - 1
Equipment Maintenance Worker - 1
– Equipment Operator I – 2 0
General Parks Supervisor – 2
+ Heavy Equipment Operator – 1 2
Mechanic - 1
Office Assistant Sr. - 1
Parks Maintenance Crew Leader - 5
– Parks Maintenance Specialist – 3- 1
Parks Maintenance Superintendent - 1

+ Parks Maintenance Worker – 12 - 13

Parks Supervisor I – 2

Senior Parks Maintenance Worker – 2

+ Sports Turf Specialist - 1

+ Water Systems Specialist - 1

Campground Manager, Contract - 1

Laborer, Part-time – 1

+ Laborer, Intermittent – 7 10

Recreation: 15 full-time, 21 part-time, and ~~51~~ **52** intermittent employees

Custodian, FT - 3

– Program Leader, FT – 5 4

Program Supervisor, FT – 1

Recreation Center Director, FT – 4

Recreation Secretary, FT - 1

Recreation Superintendent, FT - 1

Wellness and Fitness Coordinator, FT – 1

Facility Leader, Part-Time – 5

Program Leader, Part-Time - 1

+ Recreation/Program Aide, Part-Time – 13 - 15

Aquatic Supervisor, Intermittent – 1

– Assistant Pool Manager, Intermittent – 3 - 2

+ Concession Worker I, Intermittent – 4 - 5

+ Concession Worker II, Intermittent – 1

+ Food Service Worker I, Intermittent – 7 - 9

Food Service Worker II, Intermittent - 3

– Lifeguard, Intermittent – 15 - 12

Recreation/Program Aide, Intermittent–16

Recreation/Program Aide/CDL Bus Driver, Intermittent - 1

– Swimming Pool Manager, Intermittent – 3 - 2

Athletics Concessions: 1 Full-time, 16 Intermittent employees

Project Coordinator, FT – 1

Concession Manager, Intermittent– 1

– Concession Worker I, Intermittent – 10 - 9

+ Concession Worker II, Intermittent – 5 - 6

~~Funland~~ Special Activities: ~~1 full-time~~ **2 full time**, 15 Intermittent employees

+ Program Leader, FT – 1

Program Supervisor, FT – 1

Concession Worker I, Intermittent – 10
Concession Worker II, Intermittent – 4
Facility Leader, Intermittent – 1

Golf: 6 full-time, 1 contract, 9 regular part-time, 2 intermittent employees

Burns Park

Assistant Golf Professional, FT 1
Equipment Maintenance Worker, FT – 1
Golf Superintendent, FT – 1
Parks Maintenance Worker, FT – 2
Golf Professional (Contract) - 1
Golf Assistant, Part-time 2
Laborer, Part-Time – 5
Office Assistant, Part-Time – 1
Laborer, Intermittent - 1

Fort Roots (Emerald Park):

Parks Maintenance Worker, FT – 1
Laborer, Part-Time - 1
Laborer, Intermittent– 1

SECTION 21: That the Patrick Henry Hays Senior Citizens Center Department shall consist of seven (7) full time employees and seven (7) part-time employees as follows:

Director – 1
Assistant Director/Volunteer Coordinator – 1
Custodian – 3
Office Assistant Senior – 1
Rental Coordinator/Administrative Secretary - 1
Building Attendant – Part-time - 4 (only two of which will work week nights at any one time and one will work week end events)
Custodian, Part-time – 1
Office Assistant Sr. – Part-time – 1
Weekend Coordinator – Part-time – 1

SECTION 22: That the Police Department shall consist of two hundred thirty eight (238) full-time employees (202 Uniformed and 36 Non-Uniformed) as follows:

Uniformed:

Chief - 1
Captain - 4
Lieutenant - 11
Sergeant - 25

Police Officer – 161

Non-uniformed:

Automated Systems Assistant – 1
Community Service Assistant – 8
Computer Specialist - 3
Executive Secretary - 1
Fleet Maintenance Manager - 1
Manager of Information Systems – 1
Media Production Specialist – 1
Office Assistant III – 12
Office Manager – 1
Payroll Accounting Clerk - 1
Secretary III - 5
Victim's Advocate – 1

SECTION 23: That the Public Works Department shall consist of fifteen (15) full-time employees and two (2) part-time employees as follows:

Director - 1
Building Maintenance Technician- 4
Chief Building & Sign Inspector - 1
Chief City Engineer - 1
Chief Electrical Inspector – 1
Chief Plumbing & Gas Inspector - 1
City Engineer – 2
Mechanical Inspector - 1
Office Assistant III – 1
Public Works Assistant - 1
Safety Director - 1
City Engineer, Part-time - 1
General Maintenance Worker, Part-time – 1

SECTION 24: That the Sanitation Department shall consist of forty-two (42) full-time employees as follows:

Director - 1
Helper – 17
Office Assistant Sr. - 1
Route Supervisor/Garbage - 1
Route Supervisor/Trash – 1
Truck Driver/Collector - 21

SECTION 25: That the Street Department shall consist of fifty-three (53) full-time employees as follows:

Director - 1
 Crew Leader - 5
 Custodian/Helper - 1
 Dispatcher/Inventory Management Clerk - 1
 General Crew Leader - 1
 Heavy Equipment Operator - 9
+ Helper – 13 - 14
+ Light Equipment Operator – 9 - 10
 Semi-Skilled Laborer - 5
- Truck Driver – 8 - 6

SECTION 26: That the Traffic Services Department shall consist of twelve (12) full-time employees and ~~one (1)~~ **two (2)** seasonal employees as follows:

Director - 1
 Chief Signal Technician – 1
 Office Assistant III - 1
 Senior Sign & Markings Technician – 1
+ Sign & Markings Installer, Seasonal – 1 - 2
 Sign & Markings Supervisor – 1
 Sign & Markings Technician – 4
Title change only Signal Technician to Signal Construction Technician
- 1
Title change only Signal Construction Technician to Signal Construction
Assistant – 1
 Signal Systems Technician - 1

SECTION 27: That the Utilities Accounting Department shall consist of forty-three (43) full-time and eight (8) part-time employees as follows:

Accountant – 1
 Accounting Clerk III - 2
 Accounting Clerk, Senior - 1
 City Services Information Systems Manager- 1
 Computer Operator - 3
 Customer Service Accounting Clerk - 1
 Customer Service Clerk – 13
 Customer Service Manager – 1
 Customer Service Supervisor - 1
 Executive Secretary - 1
 General Manager - 1
 Office Assistant I – 5
 Office Assistant II - 2
 Office Assistant III - 1
 Sr. Information Services Specialist - 5
 Teller - 4

Clerk/Teller, Part-time – 8

SECTION 28: That the Vehicle Maintenance Department shall consist of thirteen (13) full-time employees as follows:

Director - 1
Lead Mechanic - 1
Mechanic - 5
Parts Inventory Clerk – 1
Service Bay Worker - 3
Welder - 2

SECTION 29: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

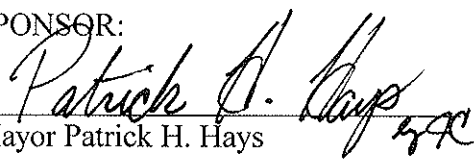
SECTION 30: That the provisions of this ordinance are hereby declared to be severable and if any section, phrase or provision shall be declared or held invalid, such invalidity shall not affect the remainder of the sections, phrases or provisions.

SECTION 31: That the City Council has determined that the interests of the City and City employees can best be served by the adoption of this ordinance; THEREFORE, an emergency is hereby declared to exist and this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED:

APPROVED:

SPONSOR:



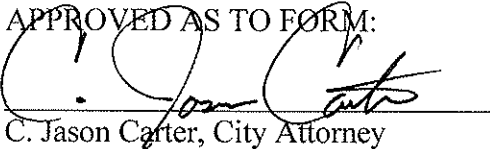
Mayor Patrick H. Hays

Mayor Patrick H. Hays

ATTEST:

Diane Whitbey, City Clerk

APPROVED AS TO FORM:



C. Jason Carter, City Attorney

PREPARED BY THE OFFICE OF THE CITY ATTORNEY
And NLR HUMAN RESOURCES DEPARTMENT/JJ

FILED 11:32 A.M. _____ P.M.

BY City Atty Carter

DATE 01-19-10

Diane Whitbey, City Clerk and Collector
North Little Rock, Arkansas

RECEIVED by A. Hodge